

Information Streamlining Plan

U.S. Environmental Protection Agency

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EXECUTIVE SUMMARY

1. Introduction and Overview

Background

To comply with requirements of the Paperwork Reduction Act Amendments of 1995 (PRA) and the January 1997 directive issued by the Office of Management and Budget (OMB), the Environmental Protection Agency (EPA) is submitting the Agency's strategy to contribute to the government-wide Information Streamlining Plan (ISP). Contained in this plan is an overview of the Agency's activities to meet the goal of a cumulative burden reduction of 25 percent from the end of FY1995 to the end of FY1998.

This plan builds upon an EPA effort begun in March 1995 to reduce 25 percent of the burden identified in the January 1, 1995, information collection budget (ICB) baseline. That effort was conducted in conjunction with a regulatory initiative involving extensive public outreach and detailed review of all Agency information collections.

As this strategy shows, EPA's information collection and distribution functions are going through a period of profound and rapid change. The Agency is committed to improving data collection at the Agency, making it more useful to the Agency's many constituencies, and thus allowing information to serve as a more powerful tool for protecting the environment. This commitment is reflected in three different but related activities currently underway.

First, the Agency is in the process of sharply reducing the paperwork burden that was in place as of January 1, 1995. By January 1997, EPA had removed fifteen million hours from the baseline burden, and identified an additional nine million hours to be removed soon. Many of these reductions are discussed in the current plan, **but nearly seven million hours in reductions occurred prior to the time period covered by the ISP**. By October 1, 1998, **EPA expects to reduce its paperwork burden by 28.5 million hours, or about 27 percent, as measured against the October 1, 1995 baseline**.

At the same time that EPA has been reducing baseline paperwork burden it has been increasing information requirements that enhance a community's right-to-know. Right-to-know information is environmental information presented directly to the public, enabling citizens and communities to make informed environmental decisions and providing a strong incentive for businesses to improve environmental management practices. EPA now has about 15 right-to-know collections, including, for example, drinking water notifications, reporting on releases and transfers of toxic chemicals, and disclosures by home sellers of lead-based paint hazards.

Under the Paperwork Reduction Act of 1995, "third-party" information, a large subset of this community right-to-know information, must be counted as "burden" within the Agency's information collection budget, even though this information is never actually "collected" by EPA.

By the end of FY 1998, community right-to-know information will total at least 26.7 million hours, or nearly 25 percent of EPA's total burden. Although this type of information has strong public health and environmental benefits, counting it within EPA's paperwork budget makes achievement of large cumulative burden reductions extremely difficult.

The third way that EPA's information collection and distribution efforts are changing is through the Burden Reduction and Information Technology Executive task group. The Agency is looking comprehensively across programs and fundamentally rethinking why information is collected, how, and from whom, and then identifying ways to improve the process from the ground up. In particular, through the BRITE process the Agency is 1) looking at ways to introduce and expand the use of electronic recordkeeping and reporting, and 2) studying different ways to improve the efficiency of EPA's information collection system.

In short, EPA's information collection and distribution efforts are changing and improving in several fundamental ways. This plan describes the extent to which EPA's paperwork burden has and will be cut, and the gradual but perceptible shift away from data focusing primarily on regulatory compliance and toward a more diverse mix of data providing the public with information about environmental conditions in communities and work places. This plan also identifies specific steps EPA is taking to conduct new and existing collection activities more efficiently and with less burden on the public. Finally, it establishes a clear path for a reinvention of EPA's information collection systems. This reinvention will rely on comprehensive application of electronic technology and more efficient reporting due to better integrated data requirements.

Because many major environmental programs involve compliance roles for both EPA and States, a complex mosaic of information collection responsibilities has developed over time. Therefore, a recurrent theme in this report is partnership with States in implementation of reporting innovations. Coordinated State-EPA action is essential for successful implementation of reporting reform, and EPA is fully committed to this continuing deliberative process.

Summary of Reductions

A primary focus of EPA's near-term effort has been to reduce burden for the Agency's top twenty-one collections with the greatest total burdens. The burdens of sixteen of the greatest collections will be reduced significantly during the three-year period covered by the ISP, and the burdens of two additional collections will be reduced substantially during the 1999-2000 time period. **In total, eighteen, or all but three, of the twenty-one greatest collections will have their burdens reduced significantly by the end of the decade.** Of the three remaining collections, two result from recently promulgated rules, and the third, the ambient air quality surveillance program, is growing in response to an increasing public demand for ambient air data.

Despite these extensive reductions, EPA also is facing some large increases in burden as measured by OMB's information collection budget. The major sources for these increases

include: 1) the unusual situation surrounding the Toxic Release Inventory (5.5 million hours); 2) the addition of hours to the ICB for other burden already in existence but not previously counted in the ICB (7.6 million hours); 3) hours added in support of expanded community right-to-know efforts (14 million hours); and 4) other new regulations (3.3 million hours).

EPA is currently projecting a total paperwork burden of 108.5 million hours for 10/1/98, not including a potentially large increase related to the Safe Drinking Water Consumer Confidence Report. Table ES-1 gives an overview of the burden hour projections. When compared directly with the total paperwork burden of 104.1 million hours on 10/01/95, this is a relatively small increase in burden over 3 years. However, the full story of EPA's paperwork burden is one of significant reductions from existing collections which are offset by necessary increases mentioned above.

The projected 25.9 million hours of reductions includes 21.8 million hours which will be taken directly from the 1995 104.1 million baseline, and 4.1 million hours which will be reduced from new additions to the baseline. **Using the more conservative number of 21.8 million hours, EPA will be achieving a 21 percent reduction of the original baseline hours during the three years of the ISP.** It should be noted, however, that EPA had achieved 6.7 million hours in reductions from its baseline during the nine months prior to 10/1/95 when the Agency initiated an earlier burden reduction effort. **If these two efforts are added together, EPA will have achieved 28.5 million hours in reductions during the 1/1/95 to 10/1/98 period, or a 27 percent reduction compared to the 10/1/95 baseline**. (See Table ES-2.) These significant reductions allowed EPA's baseline to remain relatively constant despite the passage of new legislation and the increasing call by the public for additional information.

EPA also anticipates an absolute reduction in the portion of its burden hours unrelated to community right-to-know collections. These burden hours include compliance reporting, surveys, data on ambient conditions, and voluntary programs. **These burden hours, which are labeled "conventional burden" in Table ES-3, will decrease from 94.0 million hours on 10/1/95 to 81.8 million hours on 10/1/98. This is an absolute decrease in burden from conventional collections of nearly 13 percent. Again, if one looks only at the hours in the baseline on 10/1/95 and excludes new regulations and adjustments, the achievement is more significant. EPA anticipates 21.8 million hours in reductions from the 94 million hours of burden from conventional programs, or a reduction of 23 percent.**

2. Reinventing EPA's Information Collection Systems

Electronic Reporting and Recordkeeping Technology:

The purpose of this initiative is to reduce industry burden and streamline regulatory programs by introducing electronic reporting for all major environmental compliance programs.

The long-term goal is to move from paper to some form of electronic submission for virtually every report EPA receives from regulated companies.

The strategy has been to focus first on high volume (and large burden) EPA reports and the larger companies that submit the lion's share of data under most EPA programs. The approach of choice here is “electronic data interchange” (EDI), which dominates electronic commerce among large companies in the United States, and allows EPA to tap into existing private-sector infrastructure and expertise. Once environmental EDI is underway, the strategy is then to reach out to the small business submitters who are not EDI-capable, offering Internet/Web-based facilities for environmental information exchange, based on national, public-domain data models/formats. This Web-based approach is now under development.

Improving System Efficiency in Collecting Environmental Information:

The goal of this approach is to improve the efficiency with which environmental information is collected, managed, and shared. This involves, in part, eliminating redundancies among environmental information collections at all levels of government, as well as streamlining and improving processes for more efficient information management. This goal reflects a realization that the current collection of environmental reports was not designed, and is generally not viewed as, a “system.”

EPA already is moving quickly towards greater information collection efficiency. We have made our data visible to the nation and to the worldwide public via the Envirofacts data warehouse on the Internet. EPA’s Locational Data Improvement Project and Key ID Initiative are making the data more visible for potential users and enabling subsequent analysis of possible overlap among information collections. Coordinating and building on the foundation of all these initiatives, EPA’s One Stop Reporting program is designed to reinvent the information relationship between environmental regulators and regulated parties and the public. State environmental agencies are working with EPA in the One Stop Reporting effort to develop a coherent overall environmental reporting and data management “system” that effectively serves all stakeholders (public, regulators, and industry). Through One Stop and related initiatives, EPA has reached out to engage its State partners via the National Governors’ Association, the Environmental Council of the States, and other forums.

III. Minimizing Paperwork Burden in New Rules and Renewals

EPA is committed to minimizing paperwork burdens associated with the development of the new rules that are required to implement statutory provisions while still ensuring public health and environmental protection. In developing rules, EPA works carefully to determine the proper respondent universe, the potential for tiering reporting requirements, and ways to establish

requirements that are consistent with common business practices. The Agency is providing better guidance to regulatory work groups on ways to minimize burden, and examining new ways to institutionalize burden minimization in the Agency's regulatory development process.

IV. Highlights of Specific Reduction Activities

This section summarizes some major reduction initiatives not addressed elsewhere in the ISP. This includes comprehensive program reviews being conducted by the hazardous waste and stationary source air programs, consolidation of several air rules, reporting projects under the metal finishing sector in the CSI program, activities of the EPA-State Reporting Burden Reduction Workgroup, and burden reductions in the NPDES program based upon excellent environmental performance by permittees.

SECTION ONE: Introduction and Summary

A. *EPA's Information Streamlining Plan: Balancing Competing Mandates*

The collection, analysis and use of data is at the heart of the enterprise of environmental management. In order to fulfill its mission of protecting human health and the environment, EPA collects data for many legitimate and necessary purposes, most of which are Congressionally mandated. As Congress has added to EPA's responsibilities over the years, the need for data has increased, and the size and scope of EPA's paperwork burden has also increased. Balanced against this trend, the Paperwork Reduction Act delineates strict criteria for OMB approval of Federal data collection, and establishes a government-wide goal of a twenty-five percent reduction in paperwork burden over a three year period. The crucial and difficult task for EPA is to balance the demands of the competing statutory mandates: fulfilling the organic environmental statutes and reducing paperwork burden. EPA's Information Streamlining Plan (ISP) reflects a strong commitment to both objectives.

This plan builds upon an EPA effort begun in March 1995 to reduce twenty-five percent of the burden found in the Agency's January 1, 1995 information collection budget baseline. This effort was conducted in conjunction with the Agency's Regulatory Reinvention Initiative which involved extensive public outreach and a detailed review of all Agency information collections. By January of this year, EPA had **removed fifteen million hours** from the baseline burden, and identified an additional **nine million hours** to be removed soon. Many of these reductions are discussed in the current plan, but *nearly seven million hours in reductions occurred prior to the time period covered by the ISP*, and those results are not credited here.

In response to OMB's directive to all federal agencies to develop an Information Streamlining Plan, the Deputy Administrator asked a task group of senior Agency managers under the leadership of the Chief Information Officer and the Assistant Administrator for Policy, Planning and Evaluation to develop EPA's Plan. He challenged EPA's managers to consider fundamental changes, breakthroughs, and cross-program approaches, and to make use of best practices for individual collections. The task group also consulted with industry and environmental group representatives, incorporated ongoing work with States, and drew upon lessons being learned from extensive regulatory reinvention activities.

Because many major environmental programs involve compliance and enforcement roles for EPA, States, and localities, sound environmental data is crucial for all levels of government. Over time, a complex mosaic of information collection responsibilities and roles has developed. As a result, EPA must work hand-in-hand with States whenever it contemplates major changes in reporting and recordkeeping requirements and approaches. A recurrent theme in this report is partnership with States in implementation of reporting innovations, whether electronic reporting, systems integration, the Common Sense Initiative, or the State-EPA Reporting Burden Reduction Workgroup. Coordinated State-EPA action is essential for successful implementation of reporting reform, and EPA is fully committed to this continuous deliberative process.

EPA's Information Streamlining Plan reflects a careful balance between competing mandates for protection of health and the environment and minimizing paperwork burden on industry and the public. The Plan describes significant ongoing and planned steps to streamline the type of data comprising EPA's information collection budget, from data focusing primarily on regulatory compliance to a more diverse mix of data which provides the public with information about environmental conditions in their communities and work places. It also identifies a large number of specific steps EPA is taking to conduct necessary collection activities more efficiently, with less burden on the public. Finally, it establishes a clear path for a dramatic reinvention of EPA's information collection systems. This reinvention will rely on comprehensive application of electronic technology and more efficient reporting from better integrated data requirements.

B. The Changing Nature of Environmental Information

Environmental information is a critical component of environmental protection, but recent years show a dramatic shift in the type of information constituting EPA's information collection budget. This shift is significant for two reasons: it changes EPA's role in the information process and results in large increases in EPA's information collection budget.

Historically, information collection has been directly related to the regulatory controls placed by EPA on a specific sector of the community. Prior to developing a new regulation, EPA will often collect information to gain a sound understanding of environmental management practices and the costs and benefits of various regulatory options. This information is necessary to ensure that EPA can select the least costly way to achieve the public health and environmental objectives established in statutes. In addition, to ensure compliance with and enforcement of its rules and to evaluate their effectiveness, EPA requires that the regulated community collect data and maintain records, and periodically report on their activities to EPA or a delegated State. As Congress increased EPA's responsibilities for protecting public health and the environment, and for controlling pollution, information requirements grew.

In recent years, EPA dramatically increased information requirements that enhance community right-to-know protections. Right-to-know information is environmental information which is put directly into the hands of the public, enabling citizens and communities to make informed environmental decision making and providing a strong incentive for businesses to improve environmental management practices. In particular, the mandates contained in the Safe Drinking Water Act, the Emergency Planning and Community Right-to-know Act, and the Residential Lead-based Paint Hazard Disclosure Act all involve the disclosure of important health and environmental information. In many cases, a person is required to provide specific information directly to another person (i.e., a "third-party disclosure" requirement), with EPA's role and involvement simply as the imposer of the requirement. EPA does not receive any information. This includes such information as the requirement to post a sign, include a label (unless the Agency provides the exact wording of the label), and distribute a publication. In other cases, such as the Toxic Chemical Release Reporting for the Toxic Release Inventory (TRI),

companies provide facility specific information to EPA which the Agency then makes publicly available.

Under the Paperwork Reduction Act of 1995, “third-party” information required by the Agency must be counted as “burden” within the Agency’s information collection budget, even though this information is never actually “collected” by EPA. In many cases the Congress stipulated this multi-party exchange of information in order to provide an environmental benefit without the need for direct government intervention. Prior to the amended Act, third-party collections did not appear in EPA’s paperwork budget, but now third-party collections have a major impact. **Counting all community right-to-know reporting, including third party information, brings the anticipated total by the end of 1998 to 26.7 million hours, or about 24 percent of our total burden. Table 1 illustrates the continuing growth of burden hours for these collections.**

Another major addition to community right-to-know information is anticipated in 1998 due to the 1996 amendments to the Safe Drinking Water Act passed by the last session of Congress. This legislation requires drinking water suppliers to provide an annual consumer confidence report to all households receiving water supplies. The size of this burden is now unknown, but it may be substantial.

The Agency is working closely with stakeholders to implement the 1996 Food Quality Protection Act of 1996. In addition to changes to the pesticide registration program, this act requires EPA to develop a pamphlet about food safety that all domestic grocery stores must make available to the public. Again, the estimated burden impact is currently unknown.

EPA efforts to provide more environmental information directly to the public have been a major Presidential initiative in response to strong public interest and support. Unfortunately, information provided directly to the public (third-party collections), if it is due to an EPA regulation, counts as paperwork burden under the Paperwork Reduction Act. Since the multipliers used in calculating burden for these collections are often very high, even though the per person burden is minimal. Although this type of information has strong public health and environmental benefits, counting it within EPA's paperwork budget makes the achievement of a large cumulative burden reduction extremely difficult.

C. Overview of EPA's Burden Reduction Activities

This plan reports on both near-term and long-range efforts to reduce paperwork burden. A primary focus of our near-term effort has been to reduce burden for the Agency's top twenty-one collections with the greatest total burdens. These collections include eighteen ICR's with greater than one million total burden hours on 10/1/95, with three additional collections with greater than one million total burden hours on 10/1/96. The initial eighteen collections accounted for approximately 83 million hours in paperwork burden, and the three additional collections include 11 million burden hours. A detailed report on burden reduction activities for each of these collections is provided in Exhibit 1A, which follows the narrative portion of the plan.

An overview of EPA action on these top twenty-one collections demonstrates the comprehensiveness of EPA's commitment to burden reduction. Sixteen of the large collections will have significant reductions during the three-year period covered by the ISP. These reductions range from 93,000 hours (OMB #2040-0057, Sewage Sludge Management) to 4,684,000 hours (OMB #2040-0004, Discharge Monitoring Reports), with a total of **16.4 million hours** for this group as a whole. In addition, managers for several collections, including two who reported no change prior to 10/1/98, identified actions that would result in substantial reductions during the 1999-2000 time period.

In total, eighteen, or all but three, of the twenty-one largest collections will have significant reductions by the end of the decade. Table 2 lists the largest collections and completed or anticipated reductions where good estimates are available. (Technical Note: Three of the collections identifying reductions will show a net increase in burden during the three year period. In all cases, the increases are due to updated estimates of burden, not real burden increases. We have simply noted the reduction activity at the bottom of Table 2. These activities account for another 1.6 million hours in reductions.)

Of the three remaining collections, two result from recently promulgated rules, and the third, the ambient air quality surveillance program, is growing in response to an increasing demand for ambient air data. Each of the three collections has a detailed explanation in Exhibit 1A, but a brief summary of circumstances here will make clear why a near-term reduction is not appropriate.

On June 20, 1996, EPA promulgated the Accidental Release Prevention Requirements (the Risk Management Program rule) which require 66,000 facilities to implement a risk management program at their facility, and submit a summary of this information to a central location by June 21, 1999 (OMB #2050-0144, 1,119,000 hours). Since this is a new rule, and EPA has not received its first set of RMP submissions, there is no opportunity to reduce the burden hour inventory. During the rule development process, EPA took several critical steps to reduce burden while still ensuring environmental protection. For example, the universe of regulated facilities was reduced from 140,425 in the proposed rule to 66,100 in the final rule,

requirements were tiered according to risks posed by different sources, and certain requirements were made identical to OSHA's to avoid duplication of effort by affected facilities.

The new regulations governing the disclosure of lead hazards at the transfer of certain pre-1978 housing were published on April 22, 1996 and became effective on December 6, 1996 (OMB #2070-0151, 7,143,991 hours). This rule implements a statutory mandate that requires sellers and landlords to provide information regarding the lead hazards in their pre-1978 houses to potential buyers and renters. Since the regulation primarily affects individuals and small businesses, the final rule was carefully crafted to ensure implementation of the statutory mandate and objective, while minimizing the economic impacts. For example, during the rule's development, EPA worked closely with the stakeholders in order to develop appropriate exemptions that were consistent with current scientific knowledge, as well as requirements that could easily be incorporated into existing sale and lease transactions. The rule does not require any reporting to EPA or the States, and even though the total burden hours for this collection may appear to be high, the average estimated burden per transaction is very low.

Although the Ambient Air Quality Surveillance Network (OMB #2060-0084, 1,808,355 hours) is scaling down some elements of its networks, overall burden has been increased due to larger demands associated with implementation of various air quality control programs. Current driving forces include the proposed NAAQS for PM and ozone, and FACA committee recommendations on ozone, PM and Regional Haze, and science. Allowing for some increase in burden for additional and higher quality data is a necessary investment in view of the high implementation costs of emission control programs.

EPA has also been successful in reducing burden for many mid-sized and smaller collections. The total reductions for these collections during the 1995 to 1998 period is 5.3 million hours. Some highlights for these reductions can be found in the ICB portion of this plan.

D. Necessary Increases in Burden

Despite the extensive program of reductions, EPA's total paperwork burden, as calculated by OMB's information collection budget, is expected to increase. There are four major reasons for this continuing increase: 1) the unusual situation surrounding the Toxic release Inventory; 2) the addition of hours to the ICB for burden already in existence but not previously counted in the ICB; 3) hours added in support of expanded community right-to-know efforts; and 4) hours from other new regulations. Together these efforts total more than 30 million additional burden hours. Collections supporting the Government Performance Results Act (GPRA) may increase this total further.

The Toxic Release Inventory

EPA is currently requesting clearance from OMB for 5.5 million hours for the base TRI collection (Form R). If approved, these hours will be added to EPA's paperwork burden budget for FY 1997, giving the false appearance of a large increase in burden. In fact, this collection has been in place for several years.

The 1993 appropriations bill for EPA (Public Law 102-389) provided legislative clearance (and exemption from the Paperwork Reduction Act) for EPA's TRI Form R until such time as it was revised. Following this Congressional action, OMB dropped this ICR from its ICB tracking system, and did not count the burden associated with this collection as part of EPA's burden hours. The reinstatement of OMB clearance for this collection will add 5.5 million hours to EPA's baseline ICB, but will not impose any additional paperwork burden on the public.

EPA anticipates that this burden may be reduced by approximately 2.5 million hours by 10/1/98 through a variety of actions, including chemical delistings, form redesigns, alternate reporting options, increased electronic reporting and recordkeeping, and greater reliance on information provided by usual and customary practices.

Recalculations of Burden for Existing ICRs

As a result of the public comment and internal analysis that occurs during the renewal of ICRs, EPA often makes small adjustments to its burden estimates. However, during the period covered by the ISP, EPA identified three ICR's requiring large upward adjustments. These recalculations add burden hours to EPA's ICB, but do not reflect any new or increased requirements. The following is a brief discussion of the three ICR's mentioned.

After extensive discussions with States, generators, transporters, and others, EPA increased its estimate of the hours associated with the Hazardous Waste Manifest from 435,000 hours to 2.8 million hours, an increase of about 2.4 million hours. However, EPA has taken steps to reduce burden associated with the manifest by 236,000 hours, and has targeted more reductions through regulatory changes and use of electronic reporting.

Public comment on the renewal of the Prevention of Significant Deterioration and Nonattainment Area Source Review ICR (OMB #2060-0003) has led EPA to begin a major reassessment of the existing burden. Preliminary estimates suggest that the existing burden of 1.0 million hours should be increased to between 2.3 and 8.1 million hours. EPA is using the midpoint of this range, or 5.2 million hours, in preparing the ISP. By March 1998, EPA will promulgate New Source Review reform regulations which are designed to reduce the number of major source respondent actions and minor source netting actions, resulting in an overall reduction of about 25 percent for this collection.

The burden hours for the Acid Rain program also increased by 960,000 hours during FY 1996 due to re-estimates of burden. EPA anticipates decreases in 1997 and 1998.

Community Right-to-Know

As indicated earlier, new community right-to-know collections have resulted in major increases to the Agency's ICB. Three large increases during 1995-97 are associated with the lead-based paint hazard reduction efforts. These include the rule regarding the disclosure of lead hazards at the transfer of target housing (7,143,991 hours), a related training, certification, and accreditation rule and the State Model Accreditation Plan (400,000 hours), and a soon to be promulgated rule regarding the disclosure of lead hazards at the renovation of target housing (currently estimated at around 3.1 million hours). The addition of facilities under the Toxic Release Inventory is expected to add up to 2.2 million hours. The Risk Management Program rule has already added 1.1 million hours. Together these rules add nearly 14 million more hours in the community right-to know category.

Other New Rules

In addition to the large increases above, new regulations under the Clean Air Act Amendments have added more than 1.5 million hours since 10/1/95 and similar new rules are expected to add about 1.8 million more hours in FY 1998.

Government Performance and Results Act

The Government Performance and Results Act (GPRA) requires federal agencies to measure program performance. The Agency believes that, in many instances, measurement of program performance will require that we ask our customers for feedback, an activity that in many cases requires an ICR. Because the Agency is just now developing plans for responding to the GPRA, we are uncertain of how our measurement programs will increase burden hours. While EPA does not believe that this information collection effort will result in a major increase in burden hours, the effort is significant enough to note in this ISP.

Table 3

Necessary Increases in EPA Burden

Addition of TRI Base ICR to EPA's base ICB	5.5 million
Recalculation of Hazardous Waste Manifest	2.4 million

Recalculation of Prevention of Significant Deterioration	4.2 million
Recalculation of Acid Rain Program	1.0 million
Lead-Based Paint Hazard Reduction rules	10.6 million
TRI Facility Expansion	2.2 million
Risk Management Program Rule	1.1 million
Clean Air Act Rules and Other New Rules	3.3 million
Total of Increases	30.3 million

E. Impact of Reductions and Additions

EPA is currently projecting a total paperwork burden of 108.5 million hours for 10/1/98, not including a potentially large increase related to the Safe Drinking Water Consumer Confidence Report. Table 4a gives an overview of the burden hour projections. When compared directly with the total paperwork burden of 104.1 million hours on 10/01/95, this is a relatively small increase in burden over 3 years. However, the full story of EPA's paperwork burden is one of significant reductions from existing collections which are offset by necessary increases mentioned above.

The projected 25.9 million hours of reductions includes 21.8 million hours which will be taken directly from the 1995 104.1 million baseline, and 4.1 million hours which will be reduced from new additions to the baseline. **Using the more conservative number of 21.8 million hours, EPA will be achieving a 21 percent reduction of the original baseline hours during the three years of the ISP.** It should be noted, however, that EPA had achieved 6.7 million hours in reductions from its baseline during the nine months prior to 10/1/95 when the Agency initiated an earlier burden reduction effort. **If these two efforts are added together, EPA will have achieved 28.5 million hours in reductions during the 1/1/95 to 10/1/98 period, or a 27 percent reduction compared to the 10/1/95 baseline .** (See Table 4b) These significant reductions allowed EPA's baseline to remain relatively constant despite the passage of new legislation and the increasing call by the public for additional information.

EPA also anticipates an absolute reduction in the portion of its burden hours unrelated to community right-to-know collections. These burden hours include compliance reporting, surveys, data on ambient conditions, and voluntary programs. **These burden hours, which are labeled "conventional burden" in Table 4c, will decrease from 94.0 million hours on 10/1/95 to 81.8 million hours on 10/1/98. This is an absolute decrease in burden from conventional collections of nearly 13 percent. Again, if one looks only at the hours in the baseline on 10/1/95 and excludes new regulations and adjustments, the achievement is more significant. EPA anticipates 21.8 million hours in reductions from the 94 million hours of burden from conventional programs, or a reduction of 23 percent.**

SECTION TWO: Reinventing EPA's Information Collection Systems

A. Electronic Reporting and Recordkeeping Technology

Goal

The purpose of this initiative is to reduce industry burden and streamline regulatory programs by introducing electronic reporting for all major environmental compliance programs. The long-term goal is to move from paper to some form of electronic submission for virtually every report the Agency requires from regulated companies.

Approach

The strategy has been to focus first on high volume (and large burden) EPA reports and the larger companies that submit the lion's share of data under most EPA programs. The approach of choice here is 'electronic data interchange' (EDI), which dominates electronic commerce among large companies in the US, and allows EPA to tap into existing private-sector infrastructure and expertise. Once environmental EDI is underway, the strategy is then to reach out to the small business submitters who are not EDI-capable, offering Internet/Web-based facilities for environmental information exchange, based on national, public-domain data models/formats. This Web-based approach is now under development.

Background

EPA has a long-term commitment to addressing the legal, technical and cultural issues associated with the transition from paper to electronic submissions. The effort began in the late 1980's with the convening of an Agency work group to develop a policy outlining electronic alternatives to the existing paper-based compliance reporting. The effort resulted in publication of an EDI policy on July 30, 1990 which endorsed industry standard practices for EDI and proposed steps for conducting pilot projects to address specific environmental compliance reporting. Since 1990 EPA has worked with industry and State partners to pilot EDI for air, water, and hazardous waste compliance reporting. In June 1995, EPA began full scale implementation of electronic reporting for the reformulated gasoline program.

A second Agency work group began in 1994 to meld the lessons learned from the pilots into a viable legal and security framework which sets safeguards so that the ability to enforce environmental laws is not compromised by electronic reporting. On September 4, 1996, EPA published an interim final policy outlining the general legal and security requirements for electronic submission of compliance reports. This policy provides the framework necessary for EPA to move from the pilot stage to full implementation of EDI. EPA and the National Governors Association (NGA) recently created the State Electronic Commerce and Electronic Data Interchange Subgroup (SEES) to discuss options for expanding the use of Electronic

Commerce (EC) and Electronic Data Interchange in the transmission and use of environmental data required under EPA mandates. The SEES working group will also explore the policy support that states and regions need in order to more rapidly move toward EC/EDI. The Agency is pilot testing emerging electronic commerce technologies, such as Internet-based reporting.

In addition to EDI implementation, EPA has had other successes with paperless reporting and recordkeeping. The Toxic Release Inventory reporting program collects a large part of its data electronically with pre-formatted computer disks. By the end of FY 1998, electronic reporting for this program will be increased from the current 60 percent of respondents to include 85 percent of respondents. The Office of Solid Waste has taken advantage of new electronic recordkeeping technologies which result in substantial paperwork burden savings for businesses involved in hazardous waste manifest reporting. In November 1996, EPA approved the use of electronic storage image files (electronic storage by scanning paper copies) for recordkeeping of manifests in lieu of storage of paper copies, resulting in savings of at least 180,000 burden hours annually.

Benefits

In addition to increasing automation, reduction of errors, and integration of reports, electronic technology should improve the Agency's ability to identify, target, and improve regulated entity compliance with environmental laws. This will have an overall net benefit of increasing our ability to protect human health and the environment. EPA believes that electronic reporting and recordkeeping is likely to reduce burden significantly, but with little real-world implementation to date we lack a solid empirical basis for quantifying this reduction. However, based on the experience of *commercial* EDI, the savings that companies enjoy rises in proportion to the concomitant investment in computerization/automation of the related business processes -- and can range from trivial gains to savings of more than 90 percent.

For environmental reporting and recordkeeping, we have anecdotal evidence that companies managing their environmental data electronically will benefit substantially from EDI. For example, in the case of the discharge monitoring report (DMR), our chemical and petroleum industry partners have told us that generating the formatted paper documents from databases and moving the paper through management chains that normally do business electronically costs each company several hundreds of thousands of dollars extra every year.

Based on several examples of industry experience, and recognizing that burden attributable to processing paper varies widely from collection to collection, a reasonable estimate of burden reduction through EDI for large-company submitters across EPA programs would be approximately 20 percent. The estimated savings to smaller companies using Internet-based electronic reporting would be substantially less, perhaps in the 5 -10 percent range. Taking a rough average of all these estimates, *electronic reporting can reasonably be estimated to reduce burden by about 15 percent on average across EPA programs.*

As an approach to burden reduction, however, it is also important to consider electronic reporting and recordkeeping as it provides a means for companies to realize savings in other ways. Some obvious examples are:

- **automation** of the compliance reporting processes, for companies that computerize;
- **error reduction** of reported data will reduce costs incurred from fines for erroneous submissions and reduce time expended by companies trying to trace, repair, and resubmit data; and
- **integration** of related reports, e.g. across federal and State requirements, or across media -- at least from the perspective of the submitter -- using the computer to streamline program requirements even if applicable laws and regulations remain as they are now. EPA believes it is reasonable to estimate that in many cases integration could lead to a reduction of 20 percent or more in the data required to be submitted once fully implemented.

Other possibilities include:

- **more effective and cheaper recordkeeping** -- perhaps as a transparent by-product of electronic reporting, e.g., using a certified third-party electronic archiving service;
- **taking data generated through “usual and customary” business practices** -- the ease of manipulating electronically submitted data perhaps allowing the government to make better use of data that companies generate for commercial purposes and avoiding the imposition of paperwork burden; and
- **taking data collected under independent State/local government programs** -- which would require our quick and easy access to this data, only possible if submitted electronically.

Using electronic technology as a vehicle to implement some of these other approaches could yield savings far greater than the 15 percent to be derived through electronic reporting on its own.

Near-term Objective

Tables 5 and 6 illustrate EPA progress and future plans for adopting electronic reporting for some of the Agency's largest collections. In terms of percentage of EPA burden hours that these reports represent, a realistic **goal for 10/1/98** is, roughly, 1 - 7 percent of EPA reports from major facilities submitted electronically.

Long-term Objective

An achievable **goal for 10/1/2000** is 10-25 percent electronic reporting from major facilities depending on:

- continued availability of program office staff/dollar resources,
- progress in working with regulated companies to use electronic reporting as tool to reengineer the compliance processes, and
- how successful we are in enlisting State/local government participation.

B. Improving System Efficiency in Collecting Environmental Information

Goal

The goal of this approach is to improve the efficiency with which environmental information is collected, managed, and shared. This involves, in part, the identification and elimination of unnecessary redundancies between the various environmental information collections at all levels of government, as well as streamlining and improving processes for more efficient information management. This goal reflects a realization that the current collection of environmental reports was not designed, and is generally not viewed, as a “system.”

Approach

Improving information collection efficiency may provide a significant opportunity for reducing the information reporting and recordkeeping related burden EPA imposes, often indirectly, on industry. Three main assumptions underlie this approach to reducing burden:

1. A significant amount of redundancy and inefficiency exists across all environmental reporting, and recordkeeping deriving primarily from the diversity of EPA’s enabling statutes and their varied implementations by state and local governments,
2. Information tools and technologies now exist to highlight redundancy, especially when working at the data element level, and
3. The collective will exists to eliminate these burden-inducing inefficiencies when they are clearly highlighted.

EPA’s approach leverages the Agency’s existing efforts to reinvent and streamline information flows within selected industrial sectors, within selected environmental protection functions (e.g., permitting), and within selected environmental media (e.g., solid waste). The approach relies on promoting five building blocks: data integration, burden reduction, stakeholder process, electronic reporting, and public access. Through this approach, EPA will broaden the goals of environmental reporting reform, provide a framework to unite the individual reporting improvements, define and develop the necessary information management infrastructure, and fund a set of State grants to demonstrate full-scale implementation of the key building blocks.

Background

EPA is already moving towards greater information collection efficiency. We have made our data visible to the nation and to the worldwide public via the Envirofacts data warehouse on

the Internet. EPA's Locational Data Improvement Project and Key ID Initiative are enabling the data visibility and the subsequent analysis of possible overlap among information collections.

Building on the foundation of these initiatives, EPA's One Stop Reporting program is designed to reinvent the information relationship between environmental regulators and regulated parties and the public. This is not solely an EPA initiative. State environmental agencies are central to reaching the overall goal of One Stop Reporting, which is to develop a coherent overall environmental reporting and data management "system" that effectively serves all stakeholders (public, regulators, industry). The One Stop Reporting program is directed towards reducing industry's reporting burden, and has developed a realistic approach and timetable for results. Through One Stop and related initiatives, EPA has reached out to engage its State partners via the National Governors' Association, the Environmental Council of the States, and other forums.

Additional Agency actions may include reviewing, and possibly collapsing together portions of, the national databases, relying heavily on Regional leadership for the review. A more externally-focused effort would be to identify and share with other environmental regulatory agencies the "best practices" identified for promoting information collection efficiency. EPA can also work externally with other federal agencies and departments to consolidate federal reporting requirements, thereby leveraging those organizations' enabling statutes and information. Finally, EPA will strive to identify and eliminate reporting and recordkeeping requirements for any data that EPA believes is no longer necessary.

Benefits

There are several benefits in taking a comprehensive view of the entire environmental reporting and recordkeeping enterprise. Extensive stakeholder involvement focuses on perceived burden and an increased ability to promote real customer satisfaction. The second is that the large view reveals that information collection inefficiencies often occur across levels of government, rather than within one governmental level (e.g., the federal level at EPA). A third benefit of this approach is that we can begin to harmonize the environmental information system that has evolved piecemeal over the years, and improve its efficiency, transparency, utility, accountability, and timeliness.

Near-term Objective

By 10/1/1998 we can expect to have achieved initial burden reductions, perhaps by 5%, within the environmental reporting domain, and to have: 1) developed a long-term strategy, addressing EPA organizational, financial and technical issues, to reinvent environmental reporting and recordkeeping nationwide; 2) begun a focused effort to convert EPA's national data systems to reflect One Stop reforms; and 3) begun any rule-making efforts needed to eliminate regulatory barriers to streamlined reporting and recordkeeping.

Long-term Objective

By 10/1/2000, we should expect increased efficiency for the regulated, regulators, and the public in collecting, processing, and using environmental performance information. For information collection, EPA believes it is not unreasonable to estimate that the burden on regulated parties may be reduced by as much as 20% overall when full integration occurs. Some of this burden reduction may not count towards reducing EPA's information collection burden as defined by the PRA, because it is due to better integration of reporting across levels of government rather than simple deletion of requirements. Achieving this objective, however, will require strong Agency commitment as we evolve our information systems to use shared data standards, demonstrate our willingness to rely on others' data to achieve and measure our mission successes, and find ways to let others participate in standardizing our data and influencing our data element definitions.

SECTION THREE: Minimizing Paperwork Burden in New Rules

EPA is committed to minimizing paperwork burdens associated with the development of the new rules that are required to implement the provisions of new statutes while still ensuring environmental protection. EPA is actively engaging stakeholders to determine the proper target respondent universe, the potential for tiering requirements for those with good compliance histories or environmental management systems, and establishing requirements that are consistent with common business practices.

- *Examples of Reductions in Recent Rules:*

The Risk Management Program rule was able to reduce the respondent universe of facilities from 140,425 in the proposed rule to 66,100 in the final rule. The rule also provides for tiering of the regulatory requirements to take into consideration differences between various types and classes of sources, as well as the risk posed by the different sources. Facilities that are already subject to OSHA's Process Safety Management rule will not have to do any additional work for their prevention component because EPA has made these requirements identical to OSHA's.

An example of burden reduction crafted during rule development is the Residential Lead-Based Paint Rule. In an effort to minimize burden on small businesses the rule requires no reporting to EPA. The final rule also contains exclusions for all categories of target housing that the statute specifically excluded, e.g., 0-bedroom dwellings, housing for the elderly and disabled. Additionally, the rule contains an exemption for rental transactions involving "lead-based paint free housing" as defined in the rule.

An example of a proposed rule likely to reduce reporting burden is the proposed Continuous Emissions Monitoring (CEM) Streamlining Rule. The proposed rule language is currently being developed and, therefore, the burden reduction has not yet been quantified. However, the CEM Streamlining Rule should significantly reduce the burden on small units due to the reduced reporting requirements for small units. The CEM Streamlining Rule will also give sources in the Acid Rain Program increased monitoring flexibility.

- *Model for Future Rules:*

The Regulatory Information Inventory and Team Evaluation (RIITE) Project for CSI metal finishing was established to conduct a "bottom-up", cross-media review of the existing environmental compliance reporting processes imposed on metal finishers at the local, State and Federal level. The results suggest that incorporation of a RIITE model (i.e., cross-media business process analysis) into the regulatory process would facilitate the breaking down of traditional programmatic barriers, leading to opportunities for enhanced data integration, streamlining and burden reduction. This approach was helpful in identifying opportunities to streamline reporting requirements for the Chrome MACT rule.

In the short term, EPA is moving forward to test and implement new approaches identified during the initial project effort into ongoing rulemaking efforts. To implement long term, sustainable changes to the EPA compliance process, RIITE is exploring the possibility of introducing Business Process Reengineering approaches (methodologies already used by industry) into EPA's regulatory development process. The objective would be to institutionalize burden reduction activities, including cross media data standardization and data integration efforts, as an essential component of the process.

- *Expanded Guidelines for Minimizing Burden in Rules:*

EPA has an extensive guideline handbook for preparing Information Collection Requests for all agency collections and in particular for those in new rules. This handbook is being expanded to include a checklist of "How to Create or Find Reductions" before collecting new information or before renewing an existing collection. In addition, EPA will be developing a section in the handbook of "best practices" for collecting data and establishing information requirements. These best practices will be a compendium of examples of collections or requirements that are considered to be the models of systems that collect the data the agency needs to protect the environment while minimizing the burdens on the respondents.

SECTION FOUR: Highlights of Specific Reduction Activities

In addition to the Agency wide long-term initiatives discussed in Section Two, EPA has several other efforts underway which will have significant impacts on burden reduction. This section summarizes several of these efforts.

A. *Comprehensive Program Reviews*

Stationary Source Air Program

EPA proposed regulations on September 11, 1996, designed to reduce reporting frequency, shorten records retention, and streamline reporting requirements. The rules will be made final by September 1997. The proposed revisions result from a thorough review of the stationary source regulations implementing the Clean Air Act. This review was part of a Government wide initiative as directed by the President on March 4, 1995. The EPA's goal in this review was to identify and eliminate unnecessary recordkeeping and reporting burdens. The proposed revisions to existing standards would reduce recordkeeping and reporting burdens by approximately 1 million hours per year.

Hazardous Waste Program

The Waste Information Needs (WIN) Initiative is a joint EPA- State project for the RCRA hazardous waste program that will:

- reassess the information universe and data quality needs of the RCRA hazardous waste community;
- provide improved access to required information;
- reduce the burden of data generation and collection;
- remove data duplication;
- better integrate data; and
- identify the appropriate information technologies to provide more useful and accessible data to all users.

The WIN Initiative takes into consideration both the need to reduce burden and a continuing need for hazardous waste program information. The need for information ranges from facility-specific to program-wide information covering stakeholders, program planning, information systems, and policy and regulatory documents. New requirements, such as the Government Performance and Results Act (GPRA), create additional information needs as well. One of the major challenges the program faces is defining a set of core information needs that reduce the current reporting burden on all stakeholders, yet provide adequate information to allow effective management and evaluation of the progress of the program on a national level.

On November 8, 1996, the first major product of the WIN Initiative was completed -- the "Information Strategy Plan (ISP)." This Plan provides EPA and the States with a vision of the strategic information needed to support the RCRA hazardous waste program over the long term. It also provides a plan that outlines analyses and projects designed to meet the objectives of the WIN Initiative.

EPA and the States are now moving into the analysis phase of WIN and are developing a framework for proceeding. The WIN ISP proposes several actions to be taken for moving into the analysis phase over the next 2-3 years and proposes guidelines and key principles for interaction with states (and tribes where feasible) in carrying out the next phase of the project.

EPA has also identified several important short-term projects for action in FY 1997, including:

- implementing the 1997 Biennial Report changes to support burden reduction,
- developing a searchable database of policy and guidance documents on the Internet for easier public access;
- streamlining the RCRIS national oversight data base;
- developing a copy of the national oversight systems for RCRIS and Biennial Report System in an Oracle database to provide for increased data sharing and integration across the agency; and
- conducting a feasibility study on a docket indexing system that supports EPA's desire to make all docket systems compatible.

B. Consolidation of Existing Collections

The Consolidated Federal Air Rule is an effort to consolidate a number of federal air rules applying to the synthetic organic chemical manufacturing industry into one set of integrated rules. The goal is to simplify and consolidate these rules so that requirements are consistent, clear, and understandable, resulting in better compliance. Burden reduction is also a goal and will be achieved primarily by combining reports and records, eliminating unnecessary notices and report content, consolidating requirements so that only one requirement applies instead of several, and reducing some burden associated with data handling. It is estimated that the burden reduced over the existing rules will be about 10 to 20 percent. The rule is currently scheduled for proposal in September 1997.

C. Sector-Based Approaches

Through the Common Sense Initiative works with industry, States, and environmental groups to identify and craft approaches that result in system efficiencies and improved environmental performance. A number of the projects underway focus on reporting issues, and offer unique opportunities for streamlining and integration.

For example, the Metal Finishing sector team established a Regulatory Information Inventory and Team Evaluation Project (RIITE) to conduct a “bottom-up” review of the existing environmental compliance processes at the local, State, and federal levels. The review was conducted in Arizona and Texas with stakeholder groups composed of representatives from the metal finishing industry, governmental agencies and non-governmental organizations. The group identified approximately 88 different reports, forms, and notifications presently submitted to the environmental agencies. Over the last nine months, the RIITE team has engaged the responsible agencies to promote streamlining, consolidation, and elimination of specific forms.

A key next step for the RIITE project is to develop to apply nationally the lessons learned in Arizona and Texas. These steps underway include:

- establishing an Internet web site of downloadable federal forms, that will be linked to State and local web sites with state and local forms,
- development of a toolbox successful approaches that can be used by other States to implement improvements to existing compliance processes, and
- testing the use Internet web sites for submission of compliance data.

D. EPA-State Reporting Burden Reduction

In November 1996, EPA and States formed a reporting burden reduction workshop to explore ways to 1) identify and eliminate unnecessary reporting and 2) make needed reporting efficient and effective. The workgroup is developing principles that States and EPA can use to determine what reporting is necessary and how this reporting can be made more efficient. The group is building upon several examples of reduced reporting worked out between States and some EPA regions. Final principles and burden reduction ideas will be incorporated into the Performance Partnership agreement process.

E. Reductions Based on Excellent Environmental Performance

EPA issued Interim Guidance on April 19, 1996 for reducing the frequency of monitoring and reporting by permittees under the NPDES program. The guidance is applicable to facilities that can demonstrate excellent historical performance beyond that which is required under their existing permits and excellent historical compliance. Further reductions could be granted for facilities that also increase their levels of ambient monitoring and share this information with other stakeholders.

The following steps are taken to determine whether a facility is eligible for the reductions and if so, by how much:

1. The facility's enforcement history is analyzed to assess whether the facility is eligible for any amount of reduction. Criminal convictions under any environmental statute and NPDES civil judicial and administrative actions are the basis for determining this initial eligibility.
2. Once a facility is eligible, the compliance history for each regulated parameter in the permit is examined for Significant Noncompliance violations and/or effluent violations for critical parameters. These critical parameters are determined at the discretion of the permitting authority. The results of this examination are then used to determine which parameters are eligible for reductions, using a statistically-based chart that shows how much reduction can be granted without compromising the ability of EPA or States to detect non-compliance.
3. The permitting authority then calculates, for each eligible parameter, the two year average discharge at each outfall. This is then compared to the existing permit limit for the parameter to determine how much the monitoring and reporting for the parameter can be reduced.
4. States and EPA will monitor each parameter for significant non compliance and effluent violations for critical parameters and other violations such as failure to submit discharge monitoring reports. If violations occur, the permitting can require increased monitoring.
5. Finally, additional reductions could be granted, at the discretion of the permitting authority, if the facility agrees to participate in an ambient monitoring program, along with other stakeholders in a watershed and make this ambient monitoring information available to these stakeholders.

Using data in the Permits Compliance System on existing monitoring frequencies, EPA estimated a potential 26% reduction in the number of burden hours when the program is fully implemented. This translates into a 4.7 million reduction in the actual number of hours.

INFORMATION STREAMLINING PLAN

EXHIBIT 1A

INFORMATION STREAMLINING PLAN

Title: **Part 70 Operating Permits Regulations**

OMB Number: **2060-0243** EPA ICR Number: **1587.04**
Approved Total Burden Hours at End of FY 1995: **8,262,672**
Approved Total Burden Hours at End of FY 1996: **8,262,672**

Type(s) of Action Required to Reduce Burden (check all that apply):
___statutory **X** regulatory **X** administrative **X** other: **Program evolution**

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

02/28/97 ICR was reinstated with a burden from 2/28/97 until 2/28/2000 of 5,281,333 hours annually. Reduction due to two policy paper, regulatory changes, and program evolution.

07/10/95 White Paper Number 1 Reduced burden of preparing permit applications.

03/5/96 White Paper Number 2 Reduced burden of permit preparation.

07/97 Regulatory changes (can generally be implemented under current regulations so reductions were included in reinstated ICR).

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **5,281,333**

INFORMATION STREAMLINING PLAN

Title: **Acid Rain Program, CAA Amendments of 1990, Title IV**

OMB Number: **2060-0258** EPA ICR Number: **1633.09**
Approved Total Burden Hours at End of FY 1995: **1,807,712**
Approved Total Burden Hours at End of FY 1996: **2,839,120**

Type(s) of Action Required to Reduce Burden (check all that apply):

___statutory ☒regulatory ___administrative ___other: **Program evolution**

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

12/31/97 Net Burden reduction of 101, 134 hours from 12/31/96 due to a decrease in burden for Emissions Reporting even though there is an increase in burden for the units in Opt-in Program and NOx Permitting.

12/31/98 Net Burden Reduction of 14,660 hours from 12/31/97 due to a decrease in burden for NOx Permitting even though there is a slight increase in burden for units in the Opt-in Program.

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **2,723,326**

INFORMATION STREAMLINING PLAN

Title: Ambient Air Quality Surveillance

OMB Number: 2060-0084 EPA ICR Number: 940.13

Approved Total Burden Hours at End of FY 1995: 1,252,262

Approved Total Burden Hours at End of FY 1996: 1,808,355

Type(s) of Action Required to Reduce Burden (check all that apply):

☐ statutory ☐ regulatory ☐ administrative ☒ other: **ICR Reauthorization**

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

Justification for No Significant Reductions -- The nation's ambient air monitoring programs are subjected to an ever increasing demand. The implementation of various air quality control programs may require billions of dollars. The several millions of dollars for quality data which provide a sound basis for decision making is a worthy investment considering the multi-billion dollar implementation costs of emission control programs. Current driving forces adding demands to our monitoring programs are the two proposed NAAQS for PM and ozone, as well as emerging concepts from the FACA subcommittee on ozone, PM and Regional Haze and science developments. In addition, our networks are asked to address the continuing need to characterize both exposure to hazardous air pollutants (HAPs) and deposition of HAPS and acid/nutrients to sensitive watersheds. These factors create an environment where downsizing the collective effort across all ambient air monitoring programs is not a practical option. For example, the proposed PM-2.5 monitoring regulations projects a mature PM-2.5 network of 1200 sites in the year 2000, from a current base of roughly 250 sites. Both the research community and multi-organizational groups such as FACA and OTAG emphasize the importance of monitoring over several spatial scales, to capture the interaction between urban and rural areas and to characterize long distance transport of pollutants. There are opportunities for scaling down certain elements of our networks. For example, lead levels have fallen dramatically due to unleaded fuels and sulfur dioxide levels have decreased because of the Acid Precipitation program. Monitoring for these pollutants will be reduced and draft regulations are addressing such modifications. The PM-10 network will undergo a major reduction (from roughly 1600 to 600 sites) in recognition of the importance of PM-2.5. Similarly, we see opportunities to reduce monitoring for carbon monoxide and nitrogen dioxide because of very limited exceedances of the NAAQS. Although such reductions are helpful in reducing the burden on monitoring, many of these changes have gradually been implemented, and overall, they pale in comparison to the demands brought on by new programs.

INFORMATION STREAMLINING PLAN

Title: **Motor Vehicle Emission Certification and Fuel Economy Labeling**

OMB Number: **2060-0104** EPA ICR Number: **783.35**

Approved Total Burden Hours at End of FY 1995: **1,537,500**

Approved Total Burden Hours at End of FY 1996: **1,654,360**

Type(s) of Action Required to Reduce Burden (check all that apply):

☒ statutory ☒ regulatory ☒ administrative ___ other:

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

- | | |
|-----------------|--|
| <u>04/03/97</u> | Implementation of first stage of computerized Certification and Fuel Economy Information System (CFEIS). The program will greatly improve the efficiency of information submission by the regulated industry. The current electronic and disk submission of data will be enhanced; some paper submission will be eliminated. |
| <u>04/30/97</u> | NPRM for streamlined vehicle emission certification procedures; Compliance Assurance Program 2000 (CAP2000). The proposed regulations will significantly reduce the number of pre-production test vehicles required. |
| <u>06/01/97</u> | CFEIS expanded to include fuel economy program. |
| <u>12/31/97</u> | Final rule for CAP2000. An ultimate 25% reduction in overall burden is anticipated. |
| <u>01/00/98</u> | Vehicle manufacturers will (optionally) begin using the CAP 2000 procedure for 1999 model year vehicles. This transition year is to allow manufacturers flexibility in planning their information submissions. EPA expects that information for previously certified vehicles will be "carried over"; some new vehicle types will probably be certified under CAP 2000 depending on the manufacturers product development process. |
| <u>01/00/99</u> | CAP 2000 procedures fully phased-in; actual information savings can be determined. Manufacturers will have reduced pre-production burden offset, in-part, by increased in-use testing. EPA assembly line testing (Selective Enforcement Audits) will be eliminated for all but very rare occasions. |

From this timetable it is obvious that the full burden reduction will not occur prior to the end of the FY 98. Also, until the final rules are promulgated it will be difficult to make an

accurate projection of burden reduction. Furthermore, until the CAP 2000 procedures have been in place for several years it will be impossible to determine if the desired reductions have been achieved. However, based on the early stages of the rulemaking process an ultimate annual reduction of approximately 400,000 hours should be possible. This will be achieved primarily through a substantial reduction in the number of durability vehicles required prior to emission certification.

It must be noted that the 400,000 hour figure is only an estimate. Much will depend on how the proposal evolves during the rulemaking process. Furthermore, the actual total burden on the regulated industry is determined by both Federal and California programs. (California runs its own emission certification and recall activities which are similar to EPAs. Even if EPA programs ceased to exist, a substantial burden would remain.) EPA is thus constrained in the amount of relief that can be granted. The forthcoming proposal has been coordinated with California; one goal is to have the final separate processes as compatible and efficient as possible.

As the information burden is essentially fixed by the regulations, significant reductions cannot be achieved quickly. Amending regulations takes significant time. Further, the regulated industry will take some time to adapt their internal processes to the new system. Although the manufacturers will be able to use the new system beginning in 1998, it is not clear how many will choose to do so.

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **1,254,360**

INFORMATION STREAMLINING PLAN

Title: **Prevention of Significant Deterioration and Nonattainment Area Source Review**

OMB Number: **2060-0003** EPA ICR Number: **1230.08**
Approved Total Burden Hours at End of FY 1995: **1,006,070**
Approved Total Burden Hours at End of FY 1996: **1,006,070**

Type(s) of Action Required to Reduce Burden (check all that apply):

___statutory ☒ regulatory ___administrative ___other:(describe)_____

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

3/31/98 Promulgate New Source Review Reform Regulations; which are designed to reduce the number of major source respondent actions and minor source netting actions . First projections based on proposed rulemaking in July 1996 were a reduction of 55% in Major source respondents, which translated into an estimated program burden reduction of better than 50%. A revised assessment of the existing program burden, however has revealed that the burden for minor NSR permitting dominates the program burden; therefore the overall impact of NSR Reform will be less dramatic. ** Nevertheless the burden reduction should be 25 percent . EPA is also working toward rules that will exempt a number of very small sources from Minor NSR requirements but the impact is not ascertainable at this time.

*Public comment on the renewal of this ICR which was scheduled to expire on March 31, 1997 has caused EPA to reassess the existing burden. The program burden is likely to be adjusted upward to between 2.3 and 8.1 million hours. The range is created by three factors: (1) the uncertainty of the number of minor NSR permits that are required as a result of Title I of the Clean Air versus those that States are requiring for their own purposes; (2) the uncertainty in the number of existing major sources who engage in modifications that would otherwise be subject to major NSR requirements, but for having emission reductions over the past five years for which credit is given to "net out" of major NSR; and (3) the wide range in burden hours associated with the several different varieties of minor source NSR permit actions that are available.

Consequently, OMB has granted a 6-month extension to this ICR in order for EPA to refine the estimate of existing programmatic burden. It should be noted that this apparent increase is only the result of reassessing the burden of the existing program. It is not a result of new requirements or rulemaking.

**The burden reassessment, while revealing a larger burden than has previous estimated previously, has also revealed that sources are making market driven decisions to take steps to be,

or to remain minor sources of air pollution emissions, rather than major sources. Numerous commenters have stated that the driving force is not so much the difference in the information collection burden between major and minor NSR permits per se, but rather the revenues and market advantages that are lost in the 50-100% longer processing period to obtain a major source permit.

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **5,200,000 midpoint of projected reestimate, minus 1,300,000 projected reduction = 3,900,000**

INFORMATION STREAMLINING PLAN

Title: **Hazardous Organic NESHAP (HON) for the SOCM I and Other Processes**

OMB Number: 2060-0282 EPA ICR Number: 1414.02

Approved Total Burden Hours at End of FY 1995: 2,127,710

Approved Total Burden Hours at End of FY 1996: 2,127,710

Type(s) of Action Required to Reduce Burden (check all that apply):

☐ statutory ☐ regulatory ☐ administrative ☒ other:(describe) **ICR Reauthorization**

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

05/31/97 In the ICR renewal OECA updated the estimated number of sources for the HON and reduced them by 19%. This results in a 19% burden reduction or 399,990 hours.

00/00/97 Propose Consolidated Federal Air Rules in the Federal Register. The HON burden will be affected by the results of the Consolidated Federal Air Rule. The purpose is to simplify and consolidate the requirements of these rules for SOCM I facilities. A 10% burden reduction is expected for these facilities or a total of 172,345 hours.

09/00/98 Promulgate final Consolidated Federal Air Rules in the Federal Register.

We have not been able to identify any additional opportunities for significant burden reductions for this rule despite extensive discussions with the industry both during development and following issuance of the final rule. A major issue in the development of this rule was the recordkeeping and reporting burden as well as the compliance demonstration requirements. Numerous meetings were held with members of the Chemical Manufacturers Association (CMA) and American Petroleum Institute to consider ways to minimize burden while ensuring enforceability of the rule. The final rule incorporated many of the changes the industry recommended as ways to reduce burden while providing the necessary compliance information. Settlement negotiations held with CMA over the past 2 years did not identify any significant burden reduction changes that could be made without jeopardizing the enforceability of the rule.

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **1,555,375**

INFORMATION STREAMLINING PLAN

Title: **Asbestos-Containing Materials in Schools Rule and Asbestos Model Accreditation Plan Rule**

OMB Number: **2070-0091** EPA ICR Number: **1365**

Approved Total Burden Hours at End of FY 1995: **2,387,150**

Approved Total Burden Hours at End of FY 1996: **2,387,150**

Type(s) of Action Required to Reduce Burden (check all that apply):

___statutory ☒regulatory ___administrative ___other:(describe)

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

- | | |
|--------|--|
| 2/1/98 | Propose amendments to the Asbestos-Containing Materials in Schools Rule that would, among other things, lengthen the building reinspection interval from three to five years and reduce the recordkeeping period for certain documents to three years. |
| 2/1/98 | Propose amendments to the Model Accreditation Plan Rule that would, among other things, lengthen the refresher training interval for accredited persons from one to two years. |
| 7/1/99 | Issue final amendments to the Asbestos-Containing Materials in Schools Rule and the Model Accreditation Plan Rule. |

Justification of no significant reduction :

The burden reductions identified in the Information Streamlining Plan for these rules, although not yet quantified, are not expected to be significant.

With respect to the Asbestos-containing Materials in Schools Rule, the only reporting requirement for local educational agencies (LEAs) is an annual notification of asbestos management plan availability to parents, teachers, and other interested parties. The time burden associated with this requirement is minimal and has not been incorporated into the burden estimates. The most significant burden on LEAs is recordkeeping associated with maintenance of the asbestos management plan. The management plan is a requirement of TSCA, as is public access to the plan. More importantly, the asbestos management plan is the cornerstone of the asbestos-in-schools program, because it contains information on the location and condition of asbestos in the school building. With this knowledge, teachers, school maintenance personnel and outside contractors can avoid hazardous exposures to asbestos, and parents are able to determine

whether their children's schools are properly managing asbestos in place. The burden reductions described in the Information Streamlining Plan will limit the retention period for records that are no longer essential to proper in-place management of asbestos, such as the names and addresses of contractors who conduct asbestos abatement projects. However, EPA will continue to require retention of information on the location and condition of existing asbestos-containing material, and appropriate management or abatement options, for as long as the material remains in the building.

Estimated burden hours for the Asbestos Model Accreditation Plan Rule represent only ½ of 1 percent of the total burden hours for this ICR. A significant portion of the hours attributable to this regulation consists of a one-time reporting requirement for states who wish to implement their own accreditation programs. It is estimated that all of the states who are interested in implementing their own program will have fulfilled this requirement within the next year.

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **To be determined.**

INFORMATION STREAMLINING PLAN

Title: **Certification of Pesticide Applicators (40 CFR 171)**

OMB Number: **2070-0029** EPA ICR Number: **155.05**

Approved Total Burden Hours at End of FY 1995: **1,241,400**

Approved Total Burden Hours at End of FY 1996: **1,241,400**

Type(s) of Action Required to Reduce Burden (check all that apply):

☐statutory ☐regulatory ☒administrative ☒other:(describe) **Re-evaluation of tasks and time required for each.**

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

03/31/97 Review current ICR to determine if obvious reductions are present or may be adjusted, e.g. (1) Each state's annual burden may be reduced from 150.1 Hrs to 78.4 Hrs (reason: Guidance for developing certification accomplishments now distributed on one page, rather than many page document, which reduces reading by 3/4 Hr. Also, states now maintain data bases. Information retrieval time is cut by 50%. (2) Number of state/Federal respondents reduced from 59 to 57. (3) Number of Commercial applicators reduced during FY'96 from 350,000 to 330,000 (reduces recordkeeping time).

05/12/97 Review public comments on FR notice (following 60-day comment period).
Incorporate appropriate suggestions for reduction of burden into revised ICR.

05/31/97 Issue new ICR with revised burden estimates.

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **997,200 Hours**

INFORMATION STREAMLINING PLAN

Title: Residential Lead-Based Paint Hazard Disclosure Requirements

OMB Number: 2070-0151 EPA ICR Number: 1710

Justification of no significant reductions :

At this time, no significant reductions could be identified for the collection for the residential lead-based paint hazard disclosure requirements. While the final section 1018 disclosure rule was published on March 6, 1996, and the ICR total annual burden approved on April 22, 1996, the rule only became fully effective on December 6, 1996. In addition, EPA indicated that during the first year following the effective dates of the rule, EPA would focus on compliance assistance to the regulated community to ensure that both the public and the regulated community are aware of the requirements. The program was already streamlined recently when the rule was promulgated, and since it has been effective for such a short period of time and EPA has been focussing on assisting the regulated community in complying with the notification and disclosure requirements. Therefore, EPA believes that it is premature and inappropriate to begin plans to streamline the program.

The statute requires that notification and disclosure information be completed for each regulated transaction and that this information be maintained by the regulated community. Because the affected population for this rule is largely comprised of small entities, the final rule reflects EPA and HUD's concern for small business, in that all provisions were carefully crafted to ensure compliance while minimizing impacts on all regulated entities. The rule requires no reporting to EPA. Records must be retained for 3 years so that they may be reviewed by EPA inspectors to determine compliance.

Costs per transaction are very low. The total burden hours are dependant primarily on the large number of transactions that would be affected by the rule, that is, most sales and rental transactions involving pre-1978 housing. Therefore, the primary method for reducing burden would be through the development of exemptions of certain transactions from the section 1018 disclosure requirements. The final rule contains exclusions for all categories of target housing that the statute specifically excluded, e.g., 0-bedroom dwellings, housing for the elderly and disabled. Additionally, at the recommendation of the Task Force on Lead Hazard Reduction and Financing, EPA and HUD also developed an exemption for rental transactions involving "lead-based paint free housing" as defined in the rule. At the time the rule was finalized, no scientific evidence existed to develop further exemptions to reduce the number of regulated transactions. At this time, EPA believes that it needs additional experience running a fully implemented 1018 program, before it can begin assessing whether additional exemptions could be developed to further reduce the number of regulated transactions.

INFORMATION STREAMLINING PLAN

Title: **Worker Protection Standard Training and Notification**

OMB Number: **2070-0148** EPA ICR Number: **1759**

Approved Total Burden Hours at End of FY 1995: **3,443,705 hrs**

Approved Total Burden Hours at End of FY 1996: **3,443,705 hrs**

Type(s) of Action Required to Reduce Burden (check all that apply):

☐ statutory ☒ regulatory ☒ administrative ☒ other:(describe) **Rule phase in -- startup burden no longer applicable**

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

- | | |
|----------|--|
| 08/26/96 | WPS Rule amendments to reduce regulatory burden were finalized on May 3, 1995 and June 26, 1996. Last amendments were effective August 26, 1996. Reduced burden on crop advisors, notification by posted signs, reduced REIs for some chemicals. |
| 03/12/97 | Publish ICR estimates for public comment (60-day comment period). |
| 05/20/97 | Reassess burden estimates based on public comment, respondent experience with rule, etc. and estimate new burden. |
| 05/31/97 | Issue new ICR with revised burden estimates. |

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **2,400,000 hours**

INFORMATION STREAMLINING PLAN

Title: **Underground Storage Tanks: Technical & Financial Requirements & State Program Approval Procedures**

OMB Number: **2050-0068**

EPA ICR Number: **1360.04**

Approved Total Burden Hours at End of FY 1995: **9,088,267**

Approved Total Burden Hours at End of FY 1996: **7,769,566**

Type(s) of Action Required to Reduce Burden (check all that apply):

_____statutory _____regulatory _____administrative

X other: collect new data on the regulated universe (number of operational underground storage tanks and facilities); collect data on time required to complete certain tasks; identify tasks that respondents typically contract out, and identify those reporting and record keeping activities that are common business practices.

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

4/4/97 The Agency will determine the following:

- (1) The number of operational underground storage tanks and the number of facilities -- this number has been decreasing since many USTs have been and are being closed. The Agency expects that there will be significantly fewer operational USTs in the next few years as tank owners close tanks in anticipation of the 1998 deadline for tank upgrading and replacement. In addition, there is a trend in the petroleum marketing industry to have more (and bigger) USTs at a given facility (emergency of "mega" or "super pumpers").
 - (2) The time required by various types of employees to perform the tasks required in the regulations.
 - (3) The activities that are typically contracted out.
 - (4) Those activities that are common business practices.
- Assumptions and preliminary burden estimates to be provided.

4/18/97 Complete internal OUST technical and management review of assumptions and preliminary burden estimates.

5/9/97 Complete draft ICR Supporting Statement

6/20/97 Complete final draft ICR Supporting Statement

OUST expects to submit the ICR package for internal EPA review by the Fall of 1997 with submission to OMB by December 1997. This schedule should allow OUST to obtain OMB approval of the new ICR before the current ICR expires in March 1998.

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Steps Identified Above: **7,269,566 to 7,519,566.**

INFORMATION STREAMLINING PLAN

Title: **Land Disposal Restrictions (LDR) - Base ICR**

OMB Number: **2050-0085** EPA ICR Number: **1442**

Approved Total Burden Hours at End of FY 1995: **5,059,818**

Approved Total Burden Hours at End of FY 1996: **5,057,758**

Type(s) of Action Required to Reduce Burden (check all that apply):

☐ statutory ☒ regulatory ☐ administrative ☐ other:(describe)

Identify, describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

04/15/97 **LDR Phase IV Final Rule:** This rule will allow a one-time notification for shipments of hazardous waste rather than with each shipment which will save 1,630,000 hours of paperwork burden each year. Other paperwork requirement changes include a reduction in the recordkeeping retention time from five to three years.

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **3,427,758**.

INFORMATION STREAMLINING PLAN

Title: Community Right-to-Know Reporting Requirements

OMB Number: 2050-0072 EPA ICR Number: 1352.03

Approved Total Burden Hours at End of FY 1995: 2,956,401

Approved Total Burden Hours at End of FY 1996: 2,956,401

Type(s) of Action Required to Reduce Burden (check all that apply):

☐ statutory ☒ regulatory ☐ Administrative ☐ Other:(describe)

Identify, describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

09/30/97 Proposed Rule: modification of regulations under sections 311 and 312 of EPCRA. Considerations include raising threshold quantity for gasoline when stored at retail gasoline stations, raising threshold for substances that would not have off-site impacts, simplifying reporting requirements, supporting electronic submittal of information, clarification or exemptions.

10/01/98 Final rule: modification of regulations under sections 311 and 312 of EPCRA.

The burden hours are expected to be reduced by approximately 700,000 hours.

Estimated Total Burden Hours for collection After Completion of Final Burden Reduction Step Identified Above: 2,256,401.

INFORMATION STREAMLINING PLAN

Title: **Requirements for Generators, Transporters and Disposers under the RCRA Hazardous Waste Manifest System**

OMB Number: **2050-0039** ICR Number: **801.11**

Approved Total Burden Hours at End of FY 1995: **3,225,329***

Approved Total Burden Hours at End of FY 1996: **2,822,873**

Type(s) of Action Required to Reduce Burden (check all that apply):

☐ statutory ☒ regulatory ☒ Administrative ☐ Other:(describe)

Identify, describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

- | | |
|----------|---|
| 11/12/96 | <u>OSW approval to allow record keeping of manifests in electronic storage image files (electronic storage by scanning the paper copies) in lieu of storing the paper copies (180,000 reduction in burden hours)</u> |
| 02/12/97 | <u>Promulgation of Military Munitions Final Rule (62 FR 6622): allows transportation of hazardous waste without a manifest between contiguous properties (56,669 reduction in burden hours)</u> |
| 10/30/98 | <u>Notice of Proposed Rulemaking: EPA is developing a proposed rule that will simplify the manifest process and reduce the paperwork burden associated with the shipment of hazardous waste offsite by utilizing electronic recordkeeping and reporting technologies.</u> |

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **To be determined**

* The OMB approved burden for 10/95 was 435,137. However, EPA feels the true burden should have been 3,225,329 since an ICW was submitted to OMB on 9/22/95 but was not acted upon. EPA ultimately reestimated the burden as part of the ICR renewal since the approval was to expire on 9/30/96. In addition, during FY 1996, a 402,456 burden hour reduction was obtained through the use of electronic recordkeeping.

INFORMATION STREAMLINING PLAN

Title: **Spill Prevention, Control, and Countermeasures Plans (SPCC)**

OMB Number: **2050-0021** EPA ICR Number: **328.05**

Approved Total Burden Hours at End of FY 1995: **2,662,506**

Approved Total Burden Hours at End of FY 1996: **2,662,506**

Type(s) of Action Required to Reduce Burden (check all that apply):

___statutory **xx regulatory** ___administrative ___other:___

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions:

11/04/96 ICR renewal: reduced burden by 105,312 hours based on revised estimate of respondent universe

07/07/97 Publication of proposed rule in the Federal Register: Significant burden reduction will be achieved through this rulemaking -- the burden will decrease by 1,025,000 hours. The rule will propose to raise the threshold for preparing prevention plans; introduce new flexibility into the prevention planning process; and exempt certain facilities from the burden of preparing response plans. Respondents will be able to use usual and customary business records to meet certain regulatory requirements (e.g., periodic integrity testing of aboveground tanks and maintenance of comparison records).

09/30/98 Publication of final rule in the Federal Register.

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **1,532,194**

INFORMATION STREAMLINING PLAN

Title of Collection: **General Hazardous Waste Facility Standards**

OMB Number: **2050-0120** ICR Number: **1571.05**

Approved Total Burden Hours at End of FY 1995: **1,275,511**

Approved Total Burden Hours at End of FY 1996: **1,275,511**

NOTE: This ICR was recently renewed and approved by OMB (approved 11/4/96 with no terms of clearance) with a new expiration date of 11/30/99. As of 11/4/96, the burden hours are 1,927,553 -- an increase occurred due a more accurate calculation of burden. Opportunities for burden reduction are currently being identified. Some areas with potential for burden reduction that are being examined include:

-- Examining the requirement that the results for each facility inspection be recorded. EPA could require documentation only if a problem is found and what was done to resolve it.

-- For incidents requiring the implementation of facility contingency plans, EPA could put date and summary of incident in operating record rather than a detailed report.

Some long-term milestones (beyond 10/1/98) for reducing burden have been proposed. By March 1999, OSW will propose to determine if they can eliminate or make changes to the items identified for possible burden reduction. OSW also plans to publish a Federal Register notice announcing the proposed changes by the end of FY 1998. A notice announcing final changes may be published by the end of FY 1999.

The information collection requirements for this ICR, along with other hazardous waste program information needs, are being examined as part of OSW's Waste Information Needs (WIN) Initiative (see separate discussion on WIN).

INFORMATION STREAMLINING PLAN

Title: Accidental Release Prevention Requirements; Risk Management Planning

OMB Number: 2050-0144

EPA ICR Number: 1656.03

Approved Total Burden Hours at End of FY 1995: 0

Approved Total Burden Hours at End of FY 1996: 1,119,000

Justification of why no significant reductions can be made:

The Clean Air Act Section 112(r) required EPA to publish regulations to prevent accidental releases of chemicals and to reduce the severity of those releases that do occur. These requirements build on the Emergency Planning and Community Right-to-Know Act (EPCRA) by making additional community right-to-know information available to the public. On June 20, 1996, the Agency promulgated the Accidental Release Prevention Requirements (the Risk Management Planning rule) which require an estimated 66,000 facilities to implement a risk management program at their facility, and submit a summary of this information to a central location in three years, by June 21, 1999.

In the ICR, EPA estimated the burden over the next three years for facilities to be a total of 3,357,000 hours, or 1,119,000 annually. Since this is a new rule and we have not received our first set of RMP submissions we will not be able to reduce burden until we get a baseline in 1999.

We are in the process of designing the central system where the regulated community will submit their RMP. We are focusing on an electronic submittal system and access system to minimize the reporting, paperwork and record keeping burden and maximize public access.

EPA strived to reduce the recording and record keeping burden during the rule development process. For example, the universe of regulated facilities was reduced from 140,425 in the proposed rule to 66,100 in the final rule. EPA was able to successfully reduce the burden while still ensuring environmental protection. Some examples are: 1) the rule provides for tiering of the regulatory requirements to take into consideration differences between various types and classes of sources, as well as the risk posed by the different sources; 2) one of the tiers consists of facilities that are already subject to OSHA's Process Safety Management rule, these facilities will not have to do any additional work for their prevention component because EPA has made these requirements identical to OSHAs.

EPA adopted the emergency response requirements from the statute, without adding any requirements. This was done in part to further the effort to develop a single Federal approach for emergency response planning. A review of Federal emergency response requirements found that there is seldom harmony in the required formats or elements of response plans prepared to meet various Federal regulations. EPA decided that these plans, already developed to comply with other federal requirements, fulfill the RMP emergency response program requirements. The *Integrated Contingency Plan Guidance* ("one plan") (NRT, May 1996) developed to streamline the many different federal emergency response planning requirements into a single plan was introduced in the preamble to the RMP rule as the federally preferred method of response planning.

INFORMATION STREAMLINING PLAN

Title of Collection: National Primary Drinking Water Regulations

OMB Number: 2040-0090 EPA ICR Number: 270.36

Approved Total Burden Hours at End of FY 1995: 12,491,282

Approved Total Burden Hours at End of FY 1996: 11,905,280

Type(s) of Action Required to Reduce Burden (check all that apply):

___statutory ☒regulatory ___administrative ___other:(describe)

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

- 03/31/96 *Program Maturation Reductions:* Several rules becoming effective in the early part of the last OMB approval period completed the "baseline" work or start-up phase requirements and consequently the monitoring and record keeping requirements have tapered off by an estimated 481,000 hours.
- 04/03/97 Chemical Monitoring Reform (CMR) rule proposal, pending AA decision, would reduce annual reporting burden for water systems and States by 183,103 hours. CMR will simplify the drinking water sampling requirements for 64 chemicals, and reduce the sampling requirements for systems determined by the States to have a very low risk of contamination.
- 03/31/98 Promulgate revisions to Lead & Copper Rule (LCR). This would reduce the annual reporting burden by 105,000 hours (Pending revision of the base level impact and adjustments to the proposed ICR, this estimate may change.). The LCR will reduce the sampling requirements for systems with low levels of contamination, streamline the public education requirements and simplify various other administrative requirements.
- 08/06/98 Chemical Monitoring Reform (CMR) rule promulgation

The national drinking water program undertook in 1995-96, as part of the Administration's initiative on reinventing environmental regulations, an assessment of existing drinking water regulations and their effect on protecting public health. An important component of this assessment involved an analysis of whether and how these regulations could be streamlined and the information burden associated with these regulations could be reduced. This review, in fact, showed that drinking water standards and regulations have been developed using the most efficient approaches that ensure the highest levels of public health protection. The drinking water program also included consultation with its major stakeholders on how the information/data burden associated with these regulations could be reduced. The drinking water community (e.g., States, environmental organizations, especially those representing public water systems) believed that the majority of existing reporting and record keeping requirements needed to be maintained in

order to ensure protection of public health. Thus, it was determined that any revisions should be limited to the chemical monitoring reforms and the Lead and Copper Rule presented above.

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **11,617,177**

INFORMATION STREAMLINING PLAN

Title: **Discharge Monitoring Report**

OMB Number: **2040-0004** EPA ICR Number: **229.10**

Approved Total Burden Hours at End of FY 1995: **18,017,396**

Approved Total Burden Hours at End of FY 1996: **13,333,396**

Type(s) of Action Required to Reduce Burden (check all that apply):

☐ statutory ☐ regulatory ☒ administrative ☐ other:(describe)

The Interim Guidance to reduce monitoring burdens for the ICR was published in 1996. Region VI is working with OECA and OWM on a pilot to implement the reporting requirements. OMB approved an amendment to the ICR on 7/31/96 for FY97. Actual reduction may extend beyond 10/1/97.

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

Reduction above is completed. No more changes anticipated through 10/98.

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **13,333,396**

INFORMATION STREAMLINING PLAN

Title: **National Pretreatment Program**

OMB Number: **2040-0009** EPA ICR Number: **0002.08**

Approved Total Burden Hours at End of FY 1995: **2,322,688**

Approved Total Burden Hours at End of FY 1996: **2,322,688**

Type(s) of Action Required to Reduce Burden (check all that apply):

☐statutory ☐regulatory ☒administrative ☐other:(describe)

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

10/18/96 ICR renewal for an adjustment reduction of 557,532 hours (24%)

12/97 Propose Streamlining General Pretreatment Program Requirement Rule:

A comprehensive streamlining initiative is expected to reduce existing sampling, reporting and self-monitoring requirements imposed upon both industrial users and POTWs. Any one of the regulatory changes currently in consideration would further reduce the burden imposed on industrial users and POTWs. The streamlining effort is supported by all stakeholders (State approval authorities, POTWs, individual industrial users, industrial trade associations, public environmental interest groups, and governmental associations).

12/98 Promulgate Final Streamlining General Pretreatment Program Requirement Rule:

Estimated burden reduction 263,000 hours (15%).

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **1,502,156**

INFORMATION STREAMLINING PLAN

Title: **NPDES and Sewage Sludge Management State Programs**

OMB Number: **2040-0057** EPA ICR Number: **168.06**

Approved Total Burden Hours at End of FY 1995: **1,091,218**

Approved Total Burden Hours at End of FY 1996: **1,012,595**

Type(s) of Action Required to Reduce Burden (check all that apply):

☐ statutory ☒ regulatory ☐ administrative ☐ other:(describe)

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

03/11/97 Proposed State Sewage Sludge Management Regulations: Proposes to reduce respondent burden by 14,408 hours. It would delete the following requirements: (1) annual inspections of Class 1 sludge management facilities for a reduction of 12,608 hours and (2) semi-annual sludge noncompliance reports for a reduction of 960 hours. It would also reduce the information required in annual sludge reports by about one-third for an additional reduction of 840 hours.

12/00/97 Final State Sewage Sludge Management Regulation

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **998,187**

SPECIAL CASE: NOT IN ISP

Title: **Toxic Chemical Release Reporting, Recordkeeping, Supplier Notification and Petitions under Section 313 of the Emergency Planning and Community Right to Know Act (EPCRA)**

OMB Number: **2070-0093** EPA ICR Number: **1363.06**

Approved Total Burden Hours at End of FY 1995: **4,900,000**

Approved Total Burden Hours at End of FY 1996: **5,538,727 (currently pending approval)**

Type(s) of Action Required to Reduce Burden (check all that apply):

☐ statutory ☒ regulatory ☒ administrative ☐ other:(describe)_____

Identify, Describe, and Set Specific Dates for Completion of Intermediate Steps and Final Burden Reduction Actions; if already completed include date completed:

1995	Delisting of various chemicals [483,860 hours burden reduction]
6/96	Delisting of HCL and H ₂ SO ₄ (non-aerosol forms), 5000 forms total [306,500 hours burden reduction]
12/97	Average 2 chemicals de-listed per year with a savings of 2-3,000 forms/chemicals, 5000 forms total [306,500 hours burden reduction]
1/31/97	Pre-printed first page based on most recently reported information
7/31/98	Expand electronic reporting from current 60% of respondents to 85% of respondents
10/1/98	Evaluate data elements of Form R, Form A to determine which are collected as part of "customary business practice"; Conduct study of Form R's and Form A's to determine proportion of forms which have releases only to one medium, etc. -- to more accurately determine burden hours [1,355,000 hours burden reduction]
10/1/98	Proposed Rule regarding List Review -- examining original TRI list to ensure that all chemicals meet current listing criteria -- expect to de-list several chemicals

Estimated Total Burden Hours for Collection After Completion of Final Burden Reduction Step Identified Above: **2,900,000** (This will be offset by as much as a 2 million hour increase due to the final Facility Expansion Rule.)

INFORMATION COLLECTION BUDGET

EXHIBIT 1B

Information Collection Burden Reduction Achievements and Goals

- A. (1) Total actual hour burden for all FY 1996 collections: 107,676,582 hours
- (2) Total estimated hour burden for all FY 1997 collections: 115,056,000 hours
- (3) Total actual number of all FY 1996 collections: 306 collections
- (4) Total estimated number of all FY 1997 collections: 315 collections
- (5) Statutes responsible for the most significant burden increases:
1. Emergency Planning and Community Right-To-Know Act
 2. Pollution Prevention Act
 3. Residential Lead-Based Paint Hazard Reduction Act of 1992

INFORMATION COLLECTION BUDGET

EXHIBIT 2B

INFORMATION COLLECTION BUDGET FY 1996 Accomplishments in Reducing Burden

OMB # 2040-0004

ICR# 229.10

Title: NPDES Discharge Monitoring Reports

Number of Respondents: 135,000

Frequency of Response: varies

Annual Burden FY 1995: 18,017,396

Annual Burden FY 1996: 13,333,396

Program Change

OW and OECA issued Interim Guidance on April 19, 1996 for reducing the frequency of monitoring and reporting by permittees under the NPDES program. The guidance is applicable to facilities that can demonstrate excellent historical performance beyond that which is required under their existing permits and excellent historical compliance. Further reductions could be granted for facilities that also increase their levels of ambient monitoring and share this information with other stakeholders.

Using data in the Permits Compliance System on existing monitoring frequencies, OW and OECA estimated a potential 26% reduction in the number of burden hours if the program was fully implemented. This translated into a 4.7 million reduction in the actual number of hours.

Region 6 is working with OECA and OWM on a pilot project to implement the reporting requirements. Actual reduction may extend beyond 10/1/97.

INFORMATION COLLECTION BUDGET
FY 1996 Accomplishments in Reducing Burden

OMB # 2070-0024

ICR# 597.06

Title: Maximum Residue Limit (MRL) Petitions on Food /Feed Crops and Inert Ingredients

Number of Respondents: 150

Frequency of Response: on occasion

Annual Burden FY 1995: 917,136

Annual Burden FY 1996: 216,300

Program Change

The implementation of "crop groupings" allows registrants to fill out one petition for a group of similar crops rather than submitting MRL petitions on a crop by crop basis, thus reducing the number of petitions. Additionally, reductions resulted from a lower number of MRL petitions per year, from 579 to 150, because of a leveling off of submissions from the registration program and inerts initiative which peaked from 1990 to 1993.

INFORMATION COLLECTION BUDGET
FY 1996 Accomplishments in Reducing Burden

OMB # 2070-0107

ICR# 1504.03

Title: Data Generation for Registration Activities

Number of Respondents: 111

Frequency of Response: on occasion

Annual Burden FY 1995: 587,808

Annual Burden FY 1996: 39,909

Program Change

The reduction is primarily due to the completion of most of the data call-in activities. It was EPA's intent to complete all data call-ins for initial data prior to 1996, during the original ICR. However, this goal was not met because of work load demands. In the present Phase of the Data Call-in is for tiered studies, replacement of inadequate data and other follow up call-ins. This limited need will exist for several years.

INFORMATION COLLECTION BUDGET
FY 1996 Accomplishments in Reducing Burden

OMB # 2060-0203

ICR# 1565.02

Title: Federal Implementation Plan for Ozone in the Chicago Area

Number of Respondents: 4093

Frequency of Response: on occasion

Annual Burden FY 1995: 310,119

Annual Burden FY 1996: 0

Program Change

On January 26, 1996, EPA Region 5 completed work with the State of Illinois to replace the Federal regulations contained in the Chicago FIP with State adopted rules.

INFORMATION COLLECTION BUDGET
FY 1996 Accomplishments in Reducing Burden

OMB # 2040-0153

ICR# 1569.03

Title: State Coastal Nonpoint Pollution Control Programs

Number of Respondents: 29

Frequency of Response: one-time

Annual Burden FY 1995: 274,963

Annual Burden FY 1996: 3,625

Program Change

This one-time collection of Coastal Nonpoint Programs is nearly complete. The remaining burden is for States to fulfill any conditions that the Agencies placed on the final program approval.

INFORMATION COLLECTION BUDGET

EXHIBIT 3B

INFORMATION COLLECTION BUDGET FY 1997 Planned Initiatives for Reducing Burden

OMB # 2050-0085

ICR# 1442.13

Title: Land Disposal Restrictions (LDRs)

Number of Respondents: 1,278

Frequency of Response: Per shipment

Annual Burden FY 1996: 5,057,758

Annual Burden FY 1997: 3,427,758

Program Change

The LDR Phase IV final rule will allow a one-time notification for shipments of hazardous waste rather than with each shipment which will save 1,630,000 hours of paperwork burden each year. The final rule will be signed by 04/15/97. Other paperwork requirement changes include a reduction in the recordkeeping retention time from five to three years.

**INFORMATION COLLECTION BUDGET
FY 1997 Planned Initiatives for Reducing Burden**

OMB # 2050-0039

ICR# 801.11

**Title: Requirements for Generators, Transporters and Disposers under the RCRA
Hazardous Waste Manifest System**

Number of Respondents: 215,634

Frequency of Response: On occasion

Annual Burden FY 1996: 2,822,873

Annual Burden FY 1997: 2,586,873

Program Change

On November 12, 1996, the EPA Office of Solid Waste (OSW) approved recordkeeping of manifests in electronic storage image files (electronic storage by scanning the paper copies) in lieu of storing the paper copies. This will result in a 180,000 reduction in burden hours. An ICW is being prepared to account for this reduction.

On February 12, 1997, the Military Munitions Final Rule was published in the Federal Register (62 FR 6622). This rule allows transportation of hazardous waste without a manifest between contiguous properties which results in an estimated 56,000 reduction in burden hours.

OSW is also developing a proposed rule that will simplify the manifest process and reduce the paperwork burden associated with the shipment of hazardous waste offsite by utilizing electronic recordkeeping and reporting technologies. The proposed rule is projected to be ready for the Administrator's signature by 10/30/98.

**INFORMATION COLLECTION BUDGET
FY 1997 Planned Initiatives for Reducing Burden**

OMB # 2050-0073

ICR# 1361.04

Title: Burning of Hazardous Waste in Boilers and Industrial Furnaces (BIFs)

Number of Respondents: 179

Frequency of Response: varies

Annual Burden FY 1996: 628,301

Annual Burden FY 1997: 145,759

Program Change and Adjustment

ICR renewal was recently approved by OMB on 02/25/97. The burden hours decreased by 482,542 hours for the following reasons:

- Adjustment: The number of facilities with BIF units decreased
- Program Change: Many of the one time activities performed by facilities with units under interim status are completed and therefore do not need to appear in future ICRs.

In renewing the ICR, EPA updated its burden estimates based on six years of program history and numerous consultations with the regulated community.

**INFORMATION COLLECTION BUDGET
FY 1997 Planned Initiatives for Reducing Burden**

OMB # 2060-0243

ICR# 1587.04

Title: Part 70 Operating Permits Regulations

Number of Respondents: 25,659

Frequency of Response: semi annual, one-time

Annual Burden FY 1996: 8,262,672

Annual Burden FY 1997: 5,281,333

Program Change

02/28/97

ICR was reinstated with a burden from 2/28/97 until 2/28/2000

of 5,281,333 hours annually. Reduction due to two policy paper, regulatory changes, and program evolution.

07/10/95

White Paper Number 1 Reduced burden of preparing permit applications.

03/5/96

White Paper Number 2 Reduced burden of permit preparation.

07/97

Regulatory changes (can generally be implemented under current regulations so reductions were included in reinstated ICR).

**INFORMATION COLLECTION BUDGET
FY 1997 Planned Initiatives for Reducing Burden**

OMB # 2070-0029

ICR# 155.05

Title: Certification of Pesticide Applicators (40 CFR 171)

Number of Respondents: 362,909

Frequency of Response: on occasion, annual

Annual Burden FY 1996: 1,241,400

Annual Burden FY 1997: 997,200

Program Change and Adjustment

03/31/97

Review current ICR to determine if obvious reductions are present or may be adjusted, e.g. (1) Each state's annual burden may be reduced from 150.1 Hrs to 78.4 Hrs (reason: Guidance for developing certification accomplishments now distributed on one page, rather than many page document, which reduces reading by 3/4 Hr. Also, states now maintain data bases. Information retrieval time is cut by 50%. (2) Number of state/Federal respondents reduced from 59 to 57. (3) Number of Commercial applicators reduced during FY'96 from 350,000 to 330,000 (reduces recordkeeping time).

05/12/97

Review public comments on FR notice (following 60-day comment period). Incorporate appropriate suggestions for reduction of burden into revised ICR.

05/31/97

Issue new ICR with revised burden estimates.

**INFORMATION COLLECTION BUDGET
FY 1997 Planned Initiatives for Reducing Burden**

OMB # 2070-0148

ICR# 1759

Title: Worker Protection Standard Training and Notification

Number of Respondents: 1,002,085

Frequency of Response: varies

Annual Burden FY 1996: 3,443,705

Annual Burden FY 1997: 2,400,000

Program Change and Adjustments

08/26/96

WPS Rule amendments to reduce regulatory burden were finalized on May 3, 1995 and June 26, 1996. Last amendments were effective August 26, 1996. Reduced burden on crop advisors, notification by posted signs, reduced REIs for some chemicals.

03/12/97

Publish ICR estimates for public comment (60-day comment period).

05/20/97

Reassess burden estimates based on public comment, respondent experience with rule, etc. and estimate new burden.

05/31/97

Issue new ICR with revised burden estimates.

COMPLIANCE WITH OMB CIRCULAR A-130

U.S. Environmental Protection Agency

Response to **Appendix C**, OMB Bulletin 97-03

COMPLIANCE WITH INFORMATION POLICY PROVISIONS OF OMB CIRCULAR A-130

The Environmental Protection Agency has surveyed all of its program and regional offices and has found no instances of alleged non-compliance with OMB Circular A-130.